



**NOTICE OF VACANCY
May 15, 2015**

POSITION: Program & Social Media Specialist L-6

DEPARTMENT: Community and Outreach Services, Library

SALARY: \$17.79 - \$22.61 per hour, with full benefits

HOURS: 20 hours per week, some evenings and weekends required

Organizational Scope:

Works primarily under the direct supervision of the Supervisor of Community and Outreach Services, with additional reporting responsibilities to the Supervisor of Borrower Services, the Library Director and/or Assistant Director. Frequent contact with the public requires the exercise of tact, diplomacy and flexibility.

Major Responsibilities:

Provides positive public service. Participates in and helps to promote an effective social media presence for the Library.

Able to design print and electronic graphics, involving frequent deadlines, revisions and interactions with other staff. Must be proficient in Adobe InDesign, Photoshop and Illustrator as well as Microsoft Windows PCs and Microsoft Office. Experience with web publishing, flash animation, and video editing and production. Comfortable talking "tech" with vendors and Town Public Information Office. Responsible for troubleshooting and routine maintenance of graphics technology.

Must be a self-starter, detail-oriented, and possess excellent editing and proofreading skills. Must be comfortable interacting with Library staff, Town departments and the public, be collaborative and a team player.

Provides some program, tour and outreach support, with a demonstrated ability to use technology. Must be comfortable speaking in front of groups and managing large numbers of people in a positive manner during programs.

May perform a variety of circulation duties. Maintains confidentiality of patron records. Performs other tasks, as required.

Job Qualifications:

- Bachelor's degree or equivalent required
- 1 year public service experience
- Strong graphics and technical skills
- Organizational, proofreading and public speaking skills

- Ability to work under pressure
- Library experience preferred
- Must provide graphics portfolio.

Physical Requirements:

Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, printers, copiers, fax machines and scanners. Ability to move around the facility, walking, sitting, bending, climbing, kneeling, carrying and stooping; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25 pounds, or greater with assistance; and perform other efforts as identified with normal library work. Communicate effectively with others, orally and in writing.

Work Environment:

Work is performed primarily in an office environment with normal office noise and traffic. Outreach activities involve being out of the Library, including in outdoor settings.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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